

# Welcome to the Department of Physics, UiO

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## Welcome to the Department of Physics

This booklet contains some useful information for new employees at the Department of Physics. Some of the information is general and valid for all UiO-employees, and some is more unique for our Department. For a more general and thorough introduction for new employees at UiO, please see:

<https://www.uio.no/english/for-employees/employment/joining-leaving/new/>

There is also some very useful information designed for international researchers, please see: <http://www.uio.no/english/for-employees/employment/international-researchers/index.html>

### Where to find us

The Department is located in 5 different buildings at and around Blindern campus. The main activity is located in The Physics Building (*Fysikkbygningen*). The street address for this building is Sem Sælands vei 24. From the city center you can reach Blindern easily by taking the metro (line 4 and 5). You can also take tram nr. 17 or 18. This travel planner can be useful: <https://ruter.no/en%2F>

A map of Campus is found at <http://www.uio.no/english/about/getting-around/>. The areas where physicists work are Blindern (The Physics Building and The Chemistry Building) and Gaustad (Forskningsparken, Kristen Nygaards hus and MiNaLab).

The address of the Department is:

Your name

Fysisk institutt/ Department of Physics

Universitetet i Oslo/ University of Oslo

Postboks1048 Blindern/ P.O.Box 1048 Blindern

0316 OSLO/ NO-0316 Oslo

Norge/Norway

The visiting and delivery address is Sem Sælandsvei 24 (Fysikkbygningen).

## How to settle in at the department

### IT services

[UiO IT-services](#) are reachable via email to [it-support@uio.no](mailto:it-support@uio.no) and should be contacted for help with UiO services, for example if you cannot log in to webpages. Research engineers at the department handle the local equipment and should be contacted at [lab-data@fys.uio.no](mailto:lab-data@fys.uio.no) if you need a cable, need help with your computer or with software used in physics research. You can also find information at [AV/IT help pages](#).

### Office, office key and employee card

Normally each section will provide the new employee with an office. The office key can be collected from [Dag Magnus Loose](#) in the administration. All offices should be marked with name(s) on the doors. Dag Magnus Loose is also responsible for doing this.

Your employee card will be issued at the [SiO Centre](#), however you must be registered in the salary system in order to get the card (bring your ID when you are going to pick it up). This might take some time, but if needed you can meanwhile get a temporary guest card from Dag Magnus Loose.

### Reception office

The reception office (*ekspedisjon* in Norwegian) is located on the 1st floor in The Physics Building, room FV144. Office hours are: Monday – Friday 09:00-15:00. You can use e-mail [ekspedisjon@fys.uio.no](mailto:ekspedisjon@fys.uio.no) or phone +47 228 56428 to contact the reception.

In the reception you will find office supplies such as pens, pencils, post-it, writing paper etc. You'll (among other things) also find a a copy machine/printer there.

### Mail

Postboxes for employees are located in the reception, and in the building where you have your office (if you are not sitting in The Physics Building). To send outgoing mail, use the pre-stamped envelopes that can be found at the reception. Outgoing mail can be placed in a postbox in the reception. The outgoing mailbox is emptied at 10:00 daily. Any mail more than one kilo in weight should be sent as a package rather than as a letter, please ask in the reception for assistance. If you are going to send valuable packages, it might be a good idea to use DHL.

### Internal Mail

All mail within the university should be sent as internal mail. The special internal mail envelopes can be obtained at the reception. These envelopes are re-used multiple times. To do this, cross out the previous address and fill in the name and mail box number of the recipient in the next unused space. Internal mail is also put in a postbox in the reception.

### Copying / printing

There are a range of copy machines and printers available at the department, including a copy machine/printer/scanner in the reception. Print double-sided whenever possible, and please print in colors only when this is strictly necessary. It is recommended to use the paper feeder on the top of the machine if you are copying multiple pages. Please ensure that paperclips and staples are removed as these can severely damage the machine.

### Telephone

When calling within the department you can use the 5-digit extension, which are the last 5 digits of the normal telephone number. For external calls you have to dial 0 before you dial the phone number. The UiO IT Department has a web page where you can find useful information about phones, voicemail, answering service etc.: <https://www.uio.no/english/services/it/unified-communication/>.

### Employment conditions

Employment conditions for employees are established by legislation, agreements, regulations and handbooks. Your UiO employment contract will provide more information about the laws and agreements that govern your employment conditions. You will find more information here:

<http://www.uio.no/english/for-employees/employment/>

The HR (Human Resources) officer for The Department of Physics is important to know about. Her name is [Elin Thoresen](#). She works with procedures connected to (among other things) employment contracts, leave, salaries, and holidays. The HR group is organized at the Faculty level, as it is located in the eastern part of the Physics Building

### Salary

Salaries are normally paid on the 12<sup>th</sup> every month. If it is not possible for salaries to be paid on the 12<sup>th</sup> because of holidays, they will be paid earlier. They are also paid earlier in July and December. Tax information is collected from the Tax Authorities by UiO. If no tax information exists, 50% tax will be deducted. Look at <http://www.uio.no/english/for-employees/employment/payments/>. If you have questions about salaries, taxes etc., ask HR officer Elin Thoresen.

For new *foreign* employees it is important that their first day of work is confirmed by the immediate superior. This confirmation should be sent by e-mail to HR officer Elin Thoresen with a cc to the Head of administration.

### Working Hours

The working year for Norwegian state employees is 37.5 hours net per week, with holidays and holiday pay in accordance with the Holidays Act's provisions. More detailed information about working hours can be found at <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/working-hours/>. Holidays and other absences should be reported through the [DFØ self-service portal](#). Technical and administrative staff should also register working hours in this portal.

### Illness

If you have to stay at home because of illness, you should notify your immediate superior. Staff who are lecturing or holding meetings that day should notify the reception (22 85 64 28). In addition, the self-certified sick leave has to be reported through the DFØ-portal. You can read more about procedures for illnesses here: <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/illness/>

### Travels and travel expenses

In order to get reimbursement for travel expenses you have to fill out an expense report. Travel reimbursements should be delivered through the DFØ-portal. Please ask the Accounting Section ([mn-regnskap@mn.uio.no](mailto:mn-regnskap@mn.uio.no)) if you need any help with this.

Notice that all business travels should be ordered by using a travel agency with an agreement with UiO. More details about booking travels are found on <http://www.uio.no/english/for-employees/employment/travel/booking/index.html>.

Please note: The responsible project leader or immediate superior needs to approve the travel/travel costs BEFORE the travel is ordered.

### Other Expenses

If you have expenses covered on a receipt, then the simpler form “Refusjon av Utlegg” (Reimbursement of Expenses) can be used. This form is also submitted through the DFØ-portal. This kind of refund should only be used in special cases.

### Insurance

If you are going on a business travel (a conference etc.) insurance is always an issue, especially if you are going abroad. You should always make sure to have some kind of valid travel insurance. Note that if you have paid the trip with a [UiO credit card](#), you have travel insurance for trips lasting up to 90 days. Read more on <http://www.uio.no/english/for-employees/employment/insurance/>

### Procurements

All procurements except books and travels should be done through one of the staff members responsible for doing procurements at the Department. The list of these staff members is found on <http://www.uio.no/for-ansatte/arbeidsstotte/innkjop/kontakt/innkjoper-matnat.html#toc3>

### Health, safety and the environment (HSE)

A lot of information is found at <http://www.uio.no/english/for-employees/employment/hms/>, and some local information at <http://www.mn.uio.no/fysikk/om/hms/>. In this booklet we would like to draw

attention to our safety representatives, which have an important role to safeguard the interests of the employees in matters relating to the working environment.

Name of the safety representatives are found at

<http://www.mn.uio.no/fysikk/om/hms/verneomboda.html>

## Organization

Department management:

Head of Department [Susanne Viefers](#)

Deputy Head of Department and Head of Education [Helge Balk](#)

Head of Research [Andreas Gørgen](#)

[Head of Administration Lars Bernhardsen](#)

*Board:* The board of the Department of Physics consists of representatives from both permanent and temporary academic staff, students, and technical and administrative staff. You can read more about the board here:

<http://www.mn.uio.no/fysikk/english/about/organisation/board/>

The way the Department is organized is described in more detail at

<http://www.mn.uio.no/fysikk/english/about/organisation/>

An overview of all employees can be found at

<http://www.mn.uio.no/fysikk/english/people/>

## Work support

Local administration

Information is found here:

<http://www.mn.uio.no/fysikk/english/about/organisation/Administration/>

## Information channels

### Web:

The University's website is UiO's basic internal source of information. It is one of the largest websites in Norway, and you will find the information on several levels:

- UiO  
<http://www.uio.no/english/>  
<http://www.uio.no/english/for-employees/>
- Faculty of Mathematics and Natural Sciences  
<http://www.mn.uio.no/english/>
- Department of Physics  
<http://www.mn.uio.no/fysikk/english/>

### Subscription to e-mail lists:

Employees will automatically be put on the most relevant lists in the organization.

If you suspect that you are not on a list in the Department that you should be part of, or you want to subscribe to a list, you can register by clicking on the relevant list here: <https://sympa.uio.no/fys.uio.no/lists>

### Personal profile on UiOs webpages:

The Department has a [webpage](#) with personal contact information for all our employees. If you wish to edit the contents of your web profile, simply press the login button at the very bottom of the page. If you need help with this, please contact Information officer [Hilde Lynnebakken](#) in the administration. You can use a picture taken from your own mobile phone, but make sure it is a neutral one.

## Teaching

Most scientific positions involve teaching. Please contact the study administration at [studieadm@fys.uio.no](mailto:studieadm@fys.uio.no) if you have questions about organization and planning of teaching. The Department has an educational committee (Utdanningsutvalget (UU)) responsible for course setup and for choosing lecturers.



The list of all courses available in our Department is found at <http://www.uio.no/studier/emner/matnat/fys/>.

#### Teaching Skills Courses

All employees in permanent academic positions or in II-positions must have basic competence in teaching skills in order to work at the university. This competence must be documented or obtained during the first two years of employment. On this basis, the university has developed teaching skills courses of various types for the different positions. Participants are entitled to a reduction in teaching tasks while they are attending these courses. It is possible to follow these courses even if you already are able to document the necessary competence.

For more information please see: <https://www.uio.no/link/english/academic-development/index.html>

#### Norwegian courses

Courses in Norwegian are offered by UiO, please see

<http://www.uio.no/english/studies/courses/norwegian-language/> for details.

Permanent staff members will normally get the course fee covered by the Department.

#### Research support

As a researcher there are several support functions available. Your first stop should be the administration at our Department (contact person is [Vebjørn H. Tøruðbakken](#)) or the Faculty of Mathematics and Natural Sciences, but some of the services available are located centrally, at the Department of Research Administration. For full detail, please see <https://www.uio.no/english/for-employees/support/research/>

#### Publication database- Cristin

This is a database where all organizations connected to research in Norway register their published work. Within a specified deadline, the researcher must go through all his/her publications to check that the entries are correct and that the list of approved publications is complete. More information is found at <https://www.uio.no/english/for-employees/support/research/publication/>.

Local contact person for Cristin is [Vebjørn H. Tøruðbakken](#).

#### Library

The Science Library is located in Vilhelm Bjerknes house. For more information, see <https://www.ub.uio.no/english/libraries/ureal/ureal/>

#### Services from the Estate Department

If you need new light bulbs, locks fixed etc., please contact the Estate Department through <https://www.uio.no/tjenester/eiendom/send-melding/index.html> (in Norwegian only).

### Welfare

There is a lot of information about welfare conditions on the following web page:  
<http://www.uio.no/english/for-employees/employment/welfare/index.html>

Of highlights we can mention that UiO offers its staff members 157 kindergarten places (however, the competition to get access to these places is hard), and that all employees (upon agreement with your immediate superior) may spend up to 1.5 hours per week of their work hours on [physical activity](#).

### Who can I ask for help?

As mentioned earlier in this document, the web is an extremely good- and necessary- source to find information. Relevant links are listed throughout the document. To sum up, the following people can assist you:

- Head of Administration [Lars Bernhardsen](#)
- The reception can help with offices supplies, deliveries, mail, copying, hotel bookings etc. Contact information: + 47 228 56428, [ekspedisjonen@fys.uio.no](mailto:ekspedisjonen@fys.uio.no), room FV144.
- HR Officer [Elin Thoresen](#) answers more detailed questions about HR related matters; working contract, visa, illness, vacation etc.
- IT services: Please see [contact info](#)
- Staff engineer [Dag Magnus Loose](#) can help with keys, access to buildings, furnishing of offices etc.
- The student advisors can answer questions about teaching, exams, admission etc., [studieadm@fys.uio.no](mailto:studieadm@fys.uio.no)
- [Vebjørn H. Tørudbakken](#) will offer first line service for questions about project funding, available grants for researchers etc.
- [Tamer Sezgin](#) (he is part of the Accounting Section at the MN-faculty) can answer questions about travel reimbursements, invoices, expense refunds etc.
- Any web related issues can be directed to [Hilde Lynnebakken](#)

### Information for PhD fellowships only

In Norway a PhD-candidate has both the status of a governmental employee and a student. The Faculty's website for PhDs at the University of Oslo:  
<http://www.mn.uio.no/english/research/phd/>

### PhD on track

PhD on Track is a resource for PhD students who are beginning their research career, and who would like more information about literature for research

purposes, how to publish research, etc. Please see <http://www.phdontrack.net/> for more details.

#### Admission to PhD program

In order to be officially admitted as a PhD-student in the faculty's PhD-program you must hand in the application for admission to the PhD program including a project description and other relevant required documents listed in the application for admission form. The deadline is 2 months after starting in the PhD-position. Details about how to fill in the application form is found at <http://www.mn.uio.no/english/research/phd/regulations/regulations.html> (§5.1.6). The application should be submitted to [Christine Sundtveten](#) in our administration.

#### Comments on this booklet?

Please send an email to [Lars Bernhardsen](#). Any feedback on the content is highly appreciated.